



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Staff Services Analyst or Associate Governmental Program Analyst

SALARY: \$2,632 - \$4,155 (SSA) or \$4,111 - \$4,997 (AGPA)

TENURE/TIME BASE: Permanent Full-Time

FINAL FILING DATE: January 24, 2006 or Until Filled

*This position is excluded from Collective Bargaining and receives excluded benefits
On site parking available (pre-tax)
Close to Light Rail*

DUTIES: Under the general direction of the Fiscal Officer, the incumbent is responsible for the preparation and coordination of contracts for the Department. Specific duties include but are not limited to:

- Ensure contracts are awarded and secured in accordance with appropriate rules and procedures of the Public Contract Code and the State Contracting Manual,
- Preparation of Requests for Proposals (RFPs) and Invitations for Bids (IFBs),
- Schedule bidders' conferences and,
- Serve as liaison with DPA Legal Office in their review of contract documents.

DESIRABLE QUALIFICATIONS:

- Good organizational skills
- Dependable and good work ethics
- Well-developed analytical and problem solving skills
- Strong verbal and written communication skills
- Knowledge with the State's contracting process and procedures

WHO MAY APPLY:

Interchangeable position. Applicants currently at the Staff Services Analyst or Associate Governmental Program Analyst level or those with transfer or list eligibility may apply. SROA and Surplus candidates encouraged to apply. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

SUBMIT APPLICATIONS/RESUMES TO:

Debbie McKinney
Department of Personnel Administration
Administrative Services Division
1515 'S' Street, North Building, Suite 400
Sacramento, California 95814
(916) 324-3861

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.